

<b>Notice to Vendors</b> <b>This is Not An Order</b> <b>It is Merely</b> <b>A Request For Prices</b>		Bossier Parish Community College Bossier City, Louisiana 318/678-6290 <b>REQUEST FOR QUOTATION</b> _____ Department		Date and Time by Which Quotation Must be Returned June 21, 2011 @ 2:00 P.M., CST		DATE 6/09/2011					
Name and Address of Vendor(Firm or Individual)          Vendor Federal I.D. # _____ PURCHASE REQUISITION NOS. _____ P.O.NO. _____				<b>TO THE VENDOR:</b> To be returned on or before date specified above to: <b>Bossier Parish Community College</b> Purchasing Office 6220 East Texas Street Bossier City, LA 71111							
				<b>DATE DELIVERY REQUIRED:</b> <b>PLEASE STATE DELIVERY DATE BELOW.</b>							
				<b>NOTE: WE RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES.</b>  Bid Number: 40003-10244							
ITEM NO.		QUANTITY		UNIT of MEASURE		COMMODITY		UNIT PRICE		AMOUNT	
						<p align="center"> <b>PLEASE SUBMIT YOUR BID AS PER THE ATTACHED</b>  <u>For Request for Quotations \$25,000 or less</u> you may FAX your quote to 318/678-6402 or you can MAIL or DELIVER your quote to Bossier Parish Community College, 6220 East Texas Street, Bossier City, LA 71111. Bids <b>over \$25,000 must</b> be submitted in a sealed envelope with the bid number and the date due conspicuously posted on the front of the envelope.</p> <p align="center"> <b>THIS COVER SHEET MUST BE RETURNED WITH FIRM NAME, SIGNATURE, TITLE, AND DATE SUBMITTED IN ORDER TO BE CONSIDERED</b> </p> <p align="center">BPCC IS AN EQUAL OPPORTUNITY COLLEGE</p> <p align="center"> <b>FOR QUESTIONS REGARDING THIS BID</b>  <b>CONTACT BPCC PURCHASING AT 318-678-6290</b>          PLEASE RETURN ON (1) SET OF SPECIFICATIONS.          BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES.          PRICES QUOTED MUST BE FIRM AND FREE OF ANY ESCALATOR CLAUSE       </p>					
<b>NOTICE:</b> We have no facilities for furnishing abstracts of bids; a complete record of all bids is kept on file in this office subject to the inspections of any citizen. Every courtesy will be afforded any citizen who is interested in investigating or any purpose the record of State Purchases.								<b>TOTAL</b>			
<b>THE VENDOR:</b> Furnish Delivery on Above as follows:				Your Terms Are:				<b>THIS QUOTATION IS SUBMITTED BY</b> Name of Vendor _____ Signature _____ Telephone # _____ Title _____ DATE SUBMITTED _____			

## INSTRUCTIONS TO BIDDERS

### 1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be retained in bid file unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

### 2. Special Envelope (for Sealed Bids)

Ensure consideration, all sealed bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

### 3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

### 4. F.O.B.

**Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.**

### 5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

### 6. Descriptive Information

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for BPCC Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

### MANUFACTURER'S NUMBERS AND TRADE NAMES

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. Bossier Parish Community College shall be the sole judge as to whether or not the equipment offered is equal to that specified.

### 7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Bossier Parish Community College Purchasing during normal working hours. Written bid tabulations will not be furnished.

### 8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Bossier Parish Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

## 9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. Any orders resulting from this bid may be cancelled with 30 day written notice.

## 10. Conditions of Purchase Orders

**We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.**

## 11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Bossier Parish Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

## 12. Reject:

**All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling cost. All packages must reflect the BPCC purchase order number or it will be refused and returned at vendor's expense.**

## 13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Bossier Parish Community College, Accounts Payable Section, 6220 East Texas Street, Bossier City, Louisiana 71111. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

## 14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. **PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.**

## 15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

## 16. New Products

Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

## 17. Contract Renewals

Upon Agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

## 18. Contract Cancellation

Bossier Parish Community College reserves the right to cancel this contract with thirty (30) days written notice. Any orders resulting from this solicitation may be cancelled with thirty (30) day written notice.

## 19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Bossier Parish Community College Purchasing has determined the contractor to be in default, Bossier Parish Community College reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276 (a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

22. Applicable Law

All contracts shall be construed in accordance with the laws of the State of Louisiana.

23. EEOC COMPLIANCE:

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973, Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990. Bidder agrees to keep informed of any compliance with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

24. Standard Preference

- A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes \_\_\_\_\_ Specify Item Number(s) \_\_\_\_\_

Name and location within Louisiana where such paper or paper product is manufactured or converted \_\_\_\_\_

- B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes \_\_\_\_\_ Specify Item Number(s) \_\_\_\_\_

Specify location within Louisiana where this product is manufactured, produced, grown or assembled \_\_\_\_\_

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

25. Scope of Contract:

Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

\_\_\_\_\_  
(Members of firm or person authorized to sign bids for corporation)

**BIDDERS MUST SIGN IN INK**

**IMPORTANT**

**Signature Authority:** In Accordance with L.R.S. 39:1594 (Act 121) the person signing the bid must be:

1. A current corporate officer, partnership member of other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana bidder's Application as authorized to execute bids. By signing the bid, the bidder certified compliance with the above.

WE ARE AN EQUAL OPPORTUNITY COLLEGE.

## **BID FORM**

**Bossier Parish Community College**

**Provide Printing of Graduation Programs**

**Bid Number: 40003-10244**

**Bid Date: June 21, 2011 @ 2:00 P.M., CST**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Extended Price</u></b>
1.	Printing of 2011-2012 Graduation Programs, Summer 2011 12 pages plus cover Inside printed on 70# Ivory Stock In Burgundy Ink Cover printed and embossed On 80# deckle edge Match cover typeset Saddlestitched Size 9" L x 6"			
	Summer 2011 Delivered by July 28, 2011	1,000 each	_____	_____
	Price per page for additional 4 pages Price per page for fewer (4 pages)		_____ _____	_____ _____
2.	Printing of Fall 2011 and Spring 2012 Graduation Programs 16 pages plus cover Inside printed on 70# Ivory Stock In Burgundy Ink Cover printed and embossed On 80# deckle edge Match cover typeset Saddlestitched Size: 9"L x 6"			
	Fall 2011 Delivered by December 15, 2011	1800 each	_____	_____
	Price per page for additional 4 pages Price per page for fewer (4 pages)		_____ _____	_____ _____

Spring 2012	3,000 each	_____	_____
Delivered by May 10, 2012			
Price per page for additional 4 pages		_____	_____
Price per page for fewer (4 pages)		_____	_____

The quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by BPCC to increase or decrease the amount, at the unit price stated in the bid through June 30, 2012.

Bid will be awarded on an all or none basis.

Any orders resulting from this solicitation will be paid for with new fiscal year funds, if appropriated by the Legislature. Delivery cannot be made prior to July, and your bid prices must be firm for acceptance and delivery accordingly.

Upon agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

F.O.B. Destination. The unit price of each item must be inclusive of freight charges order to be considered for award.

The bid price for each item is to be quoted on a “net” basis and F.O.B. BPCC Destination, i.e. title passing upon receipt and inclusive of all delivery charges.

Bids other than F.O.B. BPCC Destination may be rejected.

Bids indicating estimated freight charges may be rejected.

Bidders who do not quote “net” item prices and who separately quote an overall “lump sum” freight cost or discount for all items shall be considered as submitting an “all-or-none” bid for evaluation and award purposes; and risk rejection if award is made on an item basis.

Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified.

Bids conditioned with a shorter acceptance period may be rejected.

Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.

In the event of extension errors, the unit price bid shall prevail. Unit prices must be shown, or bid will be rejected.

It is understood that the College will not be responsible for any cost not shown above unless contractor receives approval from the Director of Purchasing in advance in writing. Possible additional cost items should be attached with the bid. The Academic Planning department is not authorized to agree to any additional cost items not specified.

**Quality of Workmanship and Stock:** Representative of BPCC shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of first class quality. The use of poor type, poor presswork or the use of a different color of ink than that ordered, inferior binding, inferior quality or mismatched paper stock, inferior design work, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications unless a substitute is approved by BPCC. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications.

Substitutions made without the approval of BPCC's Director of Purchasing will be grounds for non-payment for that particular job.

In printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A clean proof is to be furnished to BPCC's Academic Planning Department. **Proofs will be submitted upon request.** BPCC reserves the right to refuse and request for a reprint of any publication that do not match the quality of the proof at the Contractor's expense.

By accepting this contract for printing, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery.

Bidders may be required to submit samples of work similar to this category of printing to demonstrate their ability to perform the contract at the quality standard desired. If requested, the samples must be furnished within three (3) working days. Failure to submit samples in the required time may be cause, at the discretion of the Director of Purchasing, to disqualify from award.

The quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by Bossier Parish Community College to increase or decrease the amount, at the unit price stated in the bid through June 30, 2012.

**BOSSIER PARISH COMMUNITY COLLEGE**

**BID RESPONSE FORM**

BIDDER'S NAME: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE: Provide Printing of Graduation Programs for Bossier Parish Community as per attached Specifications and Requirements and bid response form.

Contract Term: July 1, 2011 through June 30, 2012

If agreeable to both parties this contract may be extended for two (2) additional twelve (12) month periods. Such extension can only exist under the same terms and conditions and must be mutually agreed upon. Any extension is subject to continued appropriation of funds to the College by the Louisiana Legislature.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

To The Vendor:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

Taxes: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The College is currently exempt from state sales and use tax.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: \_\_\_\_\_  
(Signature) (Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



